

City of Asheville North Carolina



**REQUEST FOR BIDS AND PROPOSALS
FORMAL BID REQUEST NO. 829-12**

**DUCTILE IRON PIPE and GASKETS
FOR THE CITY OF ASHEVILLE**

**BID OPENING DATE: WEDNESDAY, OCTOBER 12, 2011
AT 3:00 PM LOCAL TIME**

ISSUED BY: CITY OF ASHEVILLE PURCHASING DIVISION
P. O. BOX 7148
ASHEVILLE, NC 28802
PHONE: (828) 259-5950
Donna Martin, Purchasing Agent

**ALL BIDS ARE TO BE SEALED AND CAN BE MAILED TO THE ABOVE
POST OFFICE BOX OR DELIVERED TO THE PURCHASING DIVISION
OFFICE LOCATED AT NO. 3 HUNT HILL PLACE, ASHEVILLE, NC 28801**

PURCHASING DIVISION

Bid Request No. FBR 829-12

Date: SEPTEMBER 30, 2011

**REQUEST FOR FORMAL BIDS AND PROPOSALS ON
DUCTILE IRON PIPE AND GASKETS
FOR CITY OF ASHEVILLE CENTRAL STORES**

Pursuant to General Statutes of North Carolina, Section 143-129, as amended, sealed bids and proposals, subject to the conditions and specifications herein, are invited for furnishing the following equipment, materials, services or repair work. **All bids will be received by the City of Asheville Purchasing Division until 3:00 p.m. local time on Wednesday, October 12, 2011**

TERMS: Net 30 Days
DELIVERY: As Specified in Bid

CITY OF ASHEVILLE, N. C.
Donna Martin, Purchasing Agent

POSITIVELY NO BIDS CONSIDERED UNLESS SUBMITTED ON THIS FORM

NOTICE TO BIDDERS: All tax imposed upon any article on which you are bidding shall be shown as separate items and in no case included with price bid. Failure to comply with these conditions will be considered grounds for rejection.

<p>FORMAL BID TO ESTABLISH A PREFERRED 12 MONTH CONTRACT, with a MINIMUM of 6 MONTHS for a vendor to furnish the City of Asheville Central Stores Warehouse with the materials as listed on bid page 4.</p> <p><u>Orders to be placed on an as needed basis with minimum order quantities as indicated in item description.</u> Delivery is requested ten (10) days or less.</p> <p>Quantities shown are our best estimate of 6 month requirements for the stated period. The City reserves the right to adjust these quantities up or down within reason.</p> <p>Products proposed must meet City of Asheville Standard Specifications, Water Distribution System Design Standards, Revised March 2000.</p> <p>PRICE EXTENSIONS SHOULD BE BASED ON THE TOTAL ESTIMATED 6 MO. REQUIREMENT – NOT MIN. ORDER QTY.</p> <p>Romac Piranha Gaskets are an approved manufacturer and can be used with the U.S. Pipe</p> <p>(Please contact Donna Martin at (828) 259-5954 with any questions prior to submitting bid.)</p>					
Company Name		Bid Submitted By (Signature)			
Address		Printed Name and Title			
City State Zip		Email Address			
Telephone No.		Fax No.			
Web Address		Federal Taxpayer ID No.			
Delivery _____ calendar days after receipt of order		Payment Terms: Net _____ Discount: _____ % Net _____			

CITY OF ASHEVILLE, NORTH CAROLINA

Minimum Specifications for Ductile Iron Pipe & Fittings For use in the Asheville Water System
 (Excerpt from Water Distribution Materials Specifications Document issued by the Water Resources
 Department for the City of Asheville, March 2000)

SPECIFICATION	<u>COMPLY</u>	<u>DOES NOT MEET SPEC - WHY?</u>
A. All water mains shall be constructed of ductile iron pipe and fittings as specified by AWWA C150 and C151 for laying condition Type 2 and as required by the Technical Specifications.		
B. All fittings, bends, tees, and crosses, and all straight pipe joints within encasement pipe shall be adequately restrained.		
C. Restrained joint piping and fittings shall be required in areas where the system operating pressure is above 250 psi.		
D. All water main pipe and fittings shall be rated for a working pressure greater than the highest design static pressure in the location where the pipe is being provided		
E. At a minimum, all pipe and fittings 12" or less shall be rated class 350 psi and pipe and fittings larger than 12" rated class 250 psi.		
F. All cast iron and ductile iron pipe fittings shall be mechanical joint in accordance with ANSI		
G. Specification A 21.10 for underground piping. All ductile iron and cast iron pipe fittings shall be flanged in accordance with ANSI Specification B 16.1 for exposed piping.		
H. All fittings shall be lined with cement mortar not less than 1/16-inch thick in conformance with ANSI		
I. Specification A 21.4 and suitable for a minimum of 250 psi working pressure unless otherwise specified		
J. All mechanical joints shall be manufactured in accordance with ANSI Specification A 21.11.		

GASKET MUST MEET ALL AWWA / ANSI SPECIFICATIONS BUT THEY DO NOT HAVE TO BE FROM THE SAME MANUFACTURER AS THE PIPE. SIZES MUST MATCH CORRESPONDING SIZE PIPE.

COMPANY NAME: _____

SIGNED: _____ TITLE: _____

GENERAL CONDITIONS

1. All bids and proposals shall be for furnishing apparatus, supplies, materials, equipment and/or work and services in accordance with the applicable plans and specifications prescribed by The City of Asheville. From the date shown until the date of opening the proposals, the plans and specification of the proposed work and/or a complete, description of the apparatus, supplies, materials or equipment and/or work and services are and will continue to be on file in the Purchasing Office for City of Asheville, Asheville, N. C., during usual office hours, and available to prospective bidders.
2. The City reserves the right to evaluate all bids especially where there is a wide range in specifications or to reject any and all bids and proposals, and further specifically reserves the right to make the award and/or awards in the best interest of the City of Asheville.
3. Time, in connection with discount offered, will be computed from date of delivery of the supplies or materials on delivery at destination when final inspection and acceptance are at those points, or from date correct invoice is received if latter is later than the date of delivery. Guaranteed maximum price must be shown in all bids.
4. In case of default of the contractor, the City may procure the articles or services from other sources and hold the contractor responsible for any excess cost occasioned thereby.
5. Payment by City due thirty days after delivery in Asheville and inspection unless otherwise specifically provided, subject to any discounts allowed.

BID

In compliance with the above request for bids, and subject to all the conditions thereof, the undersigned offers and agrees, if this bid be accepted within 60 days from the date of the opening, to furnish any or all of the items upon which prices are quoted, at the price set opposite each item, and unless otherwise specified, within _____ days after receipt of order, delivery to be F.O.B. Destination Prepaid Asheville, NC. Discounts will be allowed for prompt payments as follows: 10 calendar day, _____ per cent; 15 calendar days, _____ per cent; 20 calendar days, _____ per cent.

Bidder: _____ Address: _____ Zip: _____

By: _____ Title: _____
(Authorized to sign bids)

Telephone Number: _____

Date: _____

MAILING INSTRUCTIONS

1. Bidder to submit a complete, fully executed bid document.
2. If mailed, bid should be forwarded by certified U. S. Postal Service. Please address and mark your bid as shown below.

CITY OF ASHEVILLE, N. C.
PURCHASING DIVISION
P. O. BOX 7148
ASHEVILLE, N. C. 28802
BID REQUEST NO. FBR 829-12
DI PIPE and GASKETS
TO BE OPENED 3:00 P.M. LOCAL TIME
WEDNESDAY, OCTOBER 12, 2011

3. If forwarded other than by U.S. Postal Service, delivery must be made directly to City of Asheville, Purchasing Division, No. 3 Hunt Hill Place, Asheville, North Carolina 28801.

NOTE: IF MAIL OR DELIVERY BY ANY OTHER MEANS IS DELAYED BEYOND THE DATE AND HOUR SET FOR BID OPENING, PROPOSAL THUS DELAYED WILL NOT BE CONSIDERED. PLEASE INCLUDE BID # ON THE BID ENVELOPE AS WELL AS THE COURIER'S ENVELOPE.

**CITY OF ASHEVILLE, NORTH CAROLINA
PURCHASING DIVISION
REQUEST FOR INFORMAL BIDS AND PROPOSALS**

Item No.	Qty.	Item Description	Unit Cost	Extended Cost
		Ductile Iron Pipe w/o standard gaskets- Push On Joint		
1	EST 300 joints	6 inch DI Pipe; Minimum Order Qty - 25 joints Manufacturers: GRIFFIN PIPE, ATLANTIC STATES, U.S. PIPE, AMERICAN CAST IRON (ONLY) can be quoted. BID: Mfg'r _____ Joint Laying Length _____	\$ _____	\$ _____
2	EST 40 joints	8 inch DI Pipe; Minimum Order Qty - 3 joints Manufacturers: GRIFFIN PIPE, ATLANTIC STATES, U.S. PIPE, AMERICAN CAST IRON (ONLY) can be quoted. BID: Mfg'r: _____ Joint Laying Length _____	\$ _____	\$ _____
3	EST. 300 ea	Boltless Joint Restraint Gaskets for 6 inch DI pipe; Minimum Order Qty - 12 each Must fit pipe size & manufacturer quoted above; Field Lok Gasket or appropriate mfg'r. BID: Mfg'r _____ Product name/no. _____	\$ _____	\$ _____
4	EST. 40 ea	Boltless Joint Restraint Gaskets for 8 inch DI pipe; Minimum Order Qty - 3 each Must fit pipe size & manufacturer quoted above; Field Lok Gasket or appropriate mfg'r. BID: Mfg'r _____ Product name/no. _____	\$ _____	\$ _____
		Delivery for items in this section can be made within _____ days after receipt of order. PRICES ARE FIRM FOR _____ MONTHS		
		TOTAL BID		\$ _____

BID SUBMITTED BY:

Company _____ Representative _____

**SPECIAL TERMS AND CONDITIONS FOR
TERM CONTRACT TO PURCHASE
DUCTILE IRON PIPE AND BOLTLESS
JOINT RESTRAINT GASKETS**

1. **SUMMARY:** Bidders please note: This Request for Bids and Proposals includes provisions for the City of Asheville to establish a term contract to purchase **DUCTILE IRON PIPE AND BOLTLESS JOINT RESTRAINT GASKETS** based on estimated 6 month requirements as described herein for the City of Asheville. Prices thus established will apply to orders issued during the term of the contract with orders placed on an as needed basis for minimum order quantities identified herein. NOTE: Minimum order quantities are identified - see Item No. 15.

Bids are to be submitted in accordance with the enclosed specifications and these Special Terms and Conditions, both of which require doing all that is necessary, proper, or incidental to the furnishing of the materials identified herein. All things not expressly stated in the attached specifications or Special Terms and Conditions but involved in carrying them out must be included in bidder's proposal as though they were specifically stated.

Upon award of this bid the City will issue purchase orders for the purchase of at least the minimum order quantity identified for each item on an AS NEEDED BASIS.

CURRENT APPROVED PRODUCT/MANUFACTURER: Through an evaluation process the current approved manufacturers are shown in the item description bid specification.

2. **NOTICE TO BIDDERS:** All bids are subject to the provisions of the Special Terms and Conditions specific to this Request for Quotation and the Specifications. The City of Asheville objects to and will not evaluate or consider any additional terms and conditions submitted with a bidder response. This applies to any response appearing in or attached to the document as part of the bidder's response. DO NOT ATTACH ANY ADDITIONAL TERMS AND CONDITIONS. By execution and delivery of a proposal, the bidder agrees that any additional terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect. It shall be the bidder's responsibility to read this entire document, review all enclosures and attachments, and comply with all requirements specified herein.
3. **ISSUING OFFICE:** This bid request is issued by the City of Asheville Purchasing Division, No. 3 Hunt Hill Place, P. O. Box 7148, Asheville, North Carolina 28802. All correspondence and inquiry should be made to this address. Telephone number (828) 259-5950, Fax number (828) 259-5440.
4. **CLARIFICATIONS/INTERPRETATIONS:** Any and all questions regarding this document must be addressed to the City of Asheville Purchasing Division. Any and all revisions to this document shall be made only by written addendum from the City of Asheville Purchasing Division. Therefore, no oral statements by any person shall modify or otherwise affect the terms, conditions, or specifications stated in this request for bids and proposals. The bidder is cautioned that the requirements of this bid can be altered only by written addendum and that verbal communications from whatever source are of no effect.
5. **MINOR DEVIATIONS/EXCEPTIONS TO SPECIFICATIONS:** Minor deviations from the provisions of these specifications may be considered to permit manufacturers to follow their standard manufacturing processes; however, all proposed minor deviations must be explained in detail and submitted within the exceptions to specifications, time frame identified herein.
6. The City of Asheville reserves the right to postpone bid openings for its own convenience.
7. **BID INQUIRIES:** Questions of a general can be answered by any member of our staff. Questions of a more specific nature (regarding Special Terms and Conditions or bid specifications) should to be directed to the individual identified on page 1 (ISSUED BY).

Our office hours are Monday through Friday, 8:30 a.m. – 5:00 p.m. Telephone 828-259-5950.

8. **NONCONFORMING TERMS AND CONDITIONS:** A bid response that includes terms and conditions that do not conform to the terms and conditions in this bid document is subject to rejection as non-responsive. The City of Asheville reserves the right to permit the bidder/vendor to withdraw nonconforming terms and conditions from its bid response prior to a determination by the City of Asheville of non-responsiveness.
9. **BIDDERS SUBMITTALS:** Bidder must furnish all information requested herein including descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements will be subject to rejection. All documents submitted should bear the name of the bidder.
10. **PREPARATION OF FORMS:** All bids must be submitted on forms provided. Figures should be written in ink or typewritten. Any changes on the original bid should be made in ink and initialed by the person signing the bid. **NOTE:** If there are discrepancies between unit price quoted and extensions, the unit price will prevail.
11. **EXPENSES INCURRED IN PREPARING BID:** The City of Asheville accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.
12. **TAX EXEMPTIONS:** The City of Asheville is exempt from Federal Excise Tax, but Not from State and Local Sales Tax. Sales tax should not be included in bid prices, but may be added as separate items.
13. **SUBMITTALS:** Bidders to submit one (1) original bid package by postal service to 3 Hunt Hill Place, Asheville, NC 28801 or to P.O. Box 7148, Asheville, NC 28802.
14. **VENDOR APPLICATION AND LICENSES:** Bidders are asked to submit a vendor application and return it with bid response. Bidders may download the form from the City's website at the following link: <http://AshevilleNC.gov/Bids>. Select "Vendor Application" located at the bottom of the page. Directions for submittal are available on this page. Please include commodity codes on your application.

Business Privilege License: All vendors doing business with the city must have a business privilege license unless you are exempt. Please include a copy of your license with the bid. If you do not have one you must apply once you are awarded the bid. You may download the form from the City's website at the following link: <http://AshevilleNC.gov/Bids>. Select "City of Asheville Business License Application" at the bottom of the page. Submit to the **Development Services Center, 161 S. Charlotte Street**. A copy of your license must be submitted within 10 business days to Purchasing after award of bid.

NC Certificate of Authority: All out of state vendors are required to have a NC Certificate of Authority. If you already have a certificate please submit with your bid. If you do not have one you must apply once you are awarded the bid. You may register with the State of NC at: <http://www.secretary.state.nc.us/Corporations/Forms.aspx?EntityId=2719996&Type=Nonprofit%20Corporation> and submit a copy to Purchasing immediately after it is received.
15. **DELIVERY:** Delivery shall be made F.O.B. DESTINATION PREPAID TO City of Asheville Central Stores, #3 Hunt Hill Place, Asheville, NC 28802 (Freight included/allowed). **Our quote quantity represents our estimated 6 month usage. It is the bidder's responsibility to ensure that sufficient in house inventory is available based upon manufacturer's lead time and our estimated 6 month usage and minimum order quantity. No stock outs are allowed.**

16. **EVALUATION AND SELECTION OF BIDS:** The evaluation of bids shall center on the match between the stated specification requirements in the final bid request and the vendor's proposed materials/equipment including selection of the lowest responsible/responsive bidder, with consideration of past performance, service record, and reliability.

The statutory provisions controlling purchasing by local governments in N. C. (RE: G.S. 143) includes selection standards for use in making awards. The provision reads, "All contracts shall be awarded to the lowest responsible bidder taking into consideration quality, performance and the time specified in the bids for performance of the contract."

The City of Asheville reserves the right to accept or reject any or all bids and proposals and further specifically reserves the right to make the award or awards in the best interest of the City of Asheville.

17. **CONTRACT/AWARD:** Pursuant to the laws governing public contracts in North Carolina the successful bidder's/vendor's response to this Request for Bid and any addenda thereto, plus the issuance of a City of Asheville Purchase Order for the proposed goods and/or services (ON AN AS NEEDED BASIS) shall constitute a binding contract. An award letter will be issued to the successful bidder.

18. **MINORITY BUSINESS PARTICIPATION:** The City of Asheville has adopted a Minority Business Plan to encourage participation by minority businesses in the award of contracts. Bidders are hereby notified that this bid is subject to the provisions of that Plan. Questions regarding the Minority Business Plan may be directed to the Minority Business Coordinator, at 828-232-4566 or to the City of Asheville Purchasing Division Office at 828-259-5950. It is the policy of the City to (1) provide minorities an equal opportunity to participate in all aspects of its contracting and procurement programs, and (2) to prohibit any and all discrimination against persons or businesses in pursuit of these opportunities. Minority participation goals for procurement contracts are: 5% African Americans, 2% Hispanic, Asian and Native Americans and 18% for women owned businesses.

19. **INDEMNIFICATION:** The bidder/vendor covenants to save, defend, keep harmless, and indemnify the City of Asheville and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties and cost - including court costs and attorney's fees, charges, liability, and exposure, however caused, resulting from, arising out of, or in any way connected with the bidder's/vendor's negligent performance or nonperformance of the terms of the contract.

20. **ASSIGNMENT:** During the performance of the contract, the bidder/vendor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, without the prior written consent of the City of Asheville.

21. All bids shall be made firm for no less than one hundred eighty (180) days.

22. **PURCHASE OF ADDITIONAL REQUIREMENTS:** The City reserves the right to purchase additional quantities of materials specified herein during the period of firm pricing. Purchase of additional materials after the period of firm pricing will be subject to bidder's acceptance.

23. **INVOICES AND PAYMENTS:** ALL INVOICES AND PACKAGES MUST BEAR THE PURCHASE ORDER NUMBER ISSUED FOR THAT ORDER. Rejected materials will be returned to the Vendor at the Vendor's risk and expense. Cash discounts will be deducted as provided herein or in accordance with the terms of your quotation or bid. DISCOUNT PERIOD WILL DATE FROM RECEIPT OF INVOICE OR RECEIPT OF GOODS, WHICHEVER IS LATER. NET PURCHASES WILL BE PAID 30 DAYS FROM DATE OF YOUR INVOICE. The City is exempt from Federal Excise Tax but not from State and Local Sales Tax. This tax must be shown as separate items on invoice. Purchases for resale are covered by resale exemption No. 901-1-011-12821. SEND INVOICE TO: CITY OF ASHEVILLE ACCOUNTING DIVISION, P.O. BOX 7148, ASHEVILLE, N.C. 28802

CITY OF ASHEVILLE
PURCHASING DIVISION

BID REQUEST NO. FBR 829-12

DUCTILE IRON PIPE and GASKETS
FOR THE CITY OF ASHEVILLE

THE UNDERSIGNED AFIRMS THAT THE PROPOSAL MADE HERE-IN IS MADE WITHOUT ANY CONNECTIONS WITH ANY OTHER PERSON, OR PERSONS, MAKING ANY OTHER PROPOSAL FOR THE ABOVE ITEM(S): THAT IT IS IN ALL RESPECTS FAIR AND WITHOUT COLUSION OR FRAUD:

THAT _____ (FIRM NAME) IS NOT CONNECTED IN ANY OFFICIAL CAPACITY WITH THE CITY OF ASHEVILLE, AND THAT NO PERSON, OR PERSONS, ACTING IN SUCH CAPACITY ARE DIRECTLY, OR INDIRECTLY, INTERESTED HEREIN OR IN ANY OF THE PROFIT ARISING OR ANTICIPATED FROM THIS TRANSACTION.

IN MAKING THIS PROPOSAL, IT IS UNDERSTOOD AND AGREED, THAT THE CONDITIONS SET FORTH IN THE ADVERTISEMENT FOR BIDS, INSTRUCTIONS TO BIDDERS, TERMS AND CONDITIONS AND SPECIFICATIONS TOGETHER WITH THE PROPOSAL SHALL FORM A PART OF AND BE CONSTRUED WITH THE CONTRACT MADE UNDER THE SAME.

THE ACCEPTANCE OF THIS PROPOSAL BY THE CITY OF ASHEVILLE, AS EVIDENCED BY THE ISSUANCE OF A CITY OF ASHEVILLE PURCHASE ORDER, WILL BE HELD TO BE A MUTUAL AGREEMENT AS TO EACH AND EVERY CLAUSE OF THIS PROPOSAL AND TO CONSTITUTE A CONTRACT BETWEEN THE PARTIES HERETO.

FIRM NAME: _____

ADDRESS: _____

BY: _____

TITLE: _____